



**Development Intern
Non-Exempt
Review of applications will begin Tuesday, June 22, 2022**

The ACLU of Idaho seeks a Development Intern to provide support and assist in reaching the goals of the development department. The internship will acquaint the intern with the core principles of non-profit fundraising and prepare them for a career in the field. The Development Intern will assist in conducting prospecting research, maintaining the donor database, facilitating donor stewardship, and creating organizational donor publications.

This is a part-time, 20 hours per week, non-exempt position based in Boise, Idaho that reports to the Director of Philanthropy. The successful candidate must reside in Idaho for the duration of the internship.

About the ACLU

The ACLU is the nation's premier guardian of liberty. A nationwide, nonpartisan, nonprofit organization, the ACLU is dedicated to defending and expanding civil liberties and human rights across the country. The ACLU of Idaho and its foundation operate jointly as private nonprofit organizations devoted to furthering the ACLU's mission in Idaho. The ACLU of Idaho combines legal, policy, organizing and communications approaches to maximize its impact. We partner with individuals and communities impacted by injustices to inform and mobilize people throughout the state. The people in the center of the struggles for justice, who feel the impact in their daily lives, are especially important allies.

Our staff of 10 full-time and two part-time employees work in a fast-paced, friendly office in the heart of downtown Boise, Idaho (due to COVID-19, our office is currently working in a hybrid environment splitting time between the office and remote). Boise, the City of Trees, is the capital of Idaho and the core of a metro area of 730,000 people. The city enjoys all four seasons in a dry climate and offers an exceptional quality of life and a diverse business community with high tech industries. Recreational activities include whitewater rafting and kayaking, climbing, fishing, hunting, and skiing. There is a 190-mile foothill trail system for

hiking and mountain biking and a 25-mile riverside greenbelt along the Boise River which flows through the city. Downtown offers thriving restaurants, shops, concerts, and public markets, and an ever-expanding number of local microbrew pubs and wineries. Over 95 languages are spoken in Idaho. The Treasure Valley, which includes the cities of Boise, Meridian, Nampa and Caldwell is home to the state's largest Latinx community. Boise is also a hub for LGBTQ communities and political activism in Idaho. Boise is a refugee resettlement city.

Duties and Responsibilities

- Assist the Director of Philanthropy with prospect preparation and tracking, including notes and next steps;
- Assist Office Coordinator in generating acknowledgements;
- Assist Director of Philanthropy with working on, preparing, and sending out donor publications;
- Complete donor research memos on current and prospective donors;
- Update current and prospective donor profiles in database;
- Participate in donor strategy discussions;
- Assist with small group gatherings intended for donor education, cultivation and stewardship;
- Potentially attend one or more meetings with donors and prospects;
- Attend internal team meetings; and
- Other projects as assigned.

Minimum Requirements

- An understanding of and enthusiasm for civil liberties and civil rights and personally committed to advancing the ACLU's values, mission, goals, and programs.
- Commitment to race and other forms of equity, both internally in our organization and externally in the communities that we serve.
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences with regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance.

Preferred Knowledge & Skills

- Pursuing an undergraduate/graduate degree.

- Ability to exercise discretion and confidentiality with sensitive information.
- Excellent communication skills, both oral and written.
- Ability to jump tasks regularly and easily, prioritize, stay organized, and complete assignments under deadlines in an occasionally stressful environment.
- Ability to work independently and collaboratively with others as part of a team.
- Comfort with interacting with individuals & companies face-to-face, on the phone or via mail/email.
- Research, writing, editing and proof-reading skills.
- Knowledge of Microsoft Office (Word/Excel) applications.
- Ability to work 20 hours per week.

Compensation

In line with the ACLU of Idaho pay scale, this internship will pay \$13 per hour for a candidate at the undergraduate level, or \$17 per hour for a candidate at the graduate level.

To Apply:

Submit:

- A résumé.
- A one- or two-page cover letter that identifies evidence of a clear, strong, and proven commitment to civil liberties and public interest, or nonprofit work and explains how your experience is applicable to the job responsibilities.
- Contact information for three references.

Send to careers@acluidaho.org.

Please reference “Summer Development Internship” in the email subject line and indicate in your cover letter where you found this internship listing.

Review of applications will begin Tuesday, June 22, 2022. Preferred start date is July 11, 2022, or earlier. The position will remain open until filled. Please absolutely no unsolicited calls.

If you need assistance with applying, please e-mail careers@acluidaho.org. If we select you for an interview, you will receive more information about how to request accommodations for the interview process.

The ACLU of Idaho advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, arrest or conviction record, and any other basis prohibited by law. The ACLU of Idaho embraces Fair Chance policies.

The organization also provides reasonable accommodations for people with disabilities. Our equity and inclusion commitment applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this commitment, the ACLU of Idaho strives to establish and maintain an equitable and accessible work environment that is supportive and free from discrimination.